



POSITION ANNOUNCEMENT:

ASSISTANT PROGRAM OFFICER, MICHIGAN LISC AFFORDABLE HOUSING PARTNERSHIP COORDINATOR

Background

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of an Assistant Program Officer in Kalamazoo. LISC is a national non-profit organization that provides financial and technical assistance to community development corporations (CDCs) working to improve social and economic conditions in low-income, urban communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry.

Job Description

The Assistant Program Officer will have dual responsibilities: 1) to coordinate and facilitate in the implementation of the Kalamazoo County Plan to End Homelessness through the Affordable Housing Partnership (AHP) structure and 2) to coordinate all LISC program activity in applicable low income neighborhoods and to specifically work in a Sustainable Communities Initiative target area. The position will be located within the Kalamazoo LISC office and will report directly to the Executive Director for Michigan LISC.

AHP Responsibilities include:

- Provide leadership and staffing to the Affordable Housing Partnership (AHP), including meeting preparation, facilitation, and creating accountability for action items.
- Oversee grant application process for HUD Super NOFA applications and MSHDA ESG applications.
- Complete comprehensive update of the Plan to End Homelessness to incorporate community vision, best practices, and measurable outcomes.
- Continue to implement a marketing/education/communication strategy to heighten awareness of Plan to End Homelessness issues.
- Oversee implementation of plan strategies.
- Strengthen community wide partnerships and linkages and serve as a representative for the partnership.
- Plan special events, point in time count, and best practice sharing opportunities for partners.

LISC Responsibilities include:

- Assisting with the implementation of a Sustainable Communities Initiative (SCI) strategy in a target area.
- Develop relationships with cross sector partners to achieve effective partnerships that are beneficial to the residents of the neighborhoods.
- Represent LISC at SCI meetings.
- Coordinate activities with LISC staff in other SCI target areas.
- Identify projects for potential LISC investments that would benefit neighborhoods.
- Continue to implement a marketing and communication strategy to heighten awareness and effectiveness of LISC work.
- Assist with fundraising efforts through grant requests.
- Work with Community Development Corporations (CDCs) and non-profits to build organizational capacity.

Qualifications

- Minimum two years experience in community development.
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors.
- Excellent oral and written communication skills including ability to write and prepare grant proposals.
- Proven ability to facilitate meetings and achieve established outcomes within a team based setting.
- Ability to manage volunteers.
- Ability to coordinate multiple projects simultaneously.
- Basic computer skills including Microsoft Suite, Google sites, and social media
- Knowledge of marketing, event planning, and meeting coordination techniques.
- Bachelors Degree in related field.
- Familiarity with homelessness issues.

Compensation

Competitive salary based upon qualifications. Excellent benefit package.

Qualified applicants should forward cover letter, compensation requirements and resume by October 14, 2011 to:

Chuck Vliek
Executive Director
Local Initiatives Support Corporation
119 N. Church Street, Suite 201
Kalamazoo, MI 49007

LISC IS AN EQUAL OPPORTUNITY EMPLOYER